



Department of ADMINISTRATIVE SERVICES *Job Postings*



**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
Payroll Clerk
(May underfill as an Office Assistant or Financial Clerk)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: Bureau of Central Services, Human Resources Division, Payroll & Benefits Mgmt.,
Hartford

Job Position No: 111603

Type of Position: Permanent full-time, 40 hours a week

Annual Salary: Payroll Clerk \$46,721 (CL16, Step 1)
Office Assistant \$40,901 (CL13, Step 1)
Financial Clerk \$38,870 (CL12, Step 1)

Closing Date: Until Filled

Eligibility Requirement: Candidates must have applied for and passed the **Payroll Clerk** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Description of Duties:

- Responsible for the health and life insurance benefits for the entire agency
- Work directly with the health and dental insurance company and with the Comptrollers benefit unit to resolve issues regarding employees' coverage. Generating forms to add/delete dependents
- Process monthly billing statements and generating COBRA forms
- Prepare biweekly payroll transactions, time and attendance, setting up leave plans, auditing leave accruals and implementing corrections for time sheet errors
- Process new hires payroll transactions, general payroll deductions (dues/fees, credit union payments and deductions) and earnings (overtime, shift & weekend differential, retroactive payments and other earnings)
- Calculate and process longevity payments, wage increases, retro payment, terminations
- Keep abreast of collective bargaining contract requirements and restrictions relating to payroll (salary increases, overtime, shift differential, and holiday pay etc.)
- Respond to employees inquires, maintain various payroll files and records
- May calculate retirement payments and perform other related duties as required

Preferred candidate must have:

- Experience in CORE-CT benefits or other system benefit administration
- Knowledge of payroll practices, procedures and general office procedures
- Experience working with CORE-CT payroll or other payroll systems
- Skilled in following complex oral and written instruction, and in performing arithmetic computations
- Very good computer skills (Microsoft products, or similar software)

- Very good communication and interpersonal skills

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, and a ([CT-HR-12 form](#)) Application for Employment. In addition, applicants must also provide copies of their last two performance appraisals or service ratings, and attendance records to:

Department of Energy and Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Ana Natal
Telephone: (860) 424-3006
Fax: (860) 424-3896
DEEP.HumanResources@ct.gov
(Incomplete packages will not be considered)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. To request an accommodation contact us at (860) 418-5910 or deep.accommodations@ct.gov